

CITY OF BURBANK

POLICE OFFICER

DEFINITION

Under direction, to perform a variety of peace officer duties in the protection of life and property; and to do related work as required.

ESSENTIAL FUNCTIONS

Demonstrates ongoing good moral character with no felony convictions; must be physically fit; patrols an assigned area of the City by foot, bicycle, motorcycle, or vehicle to prevent and detect criminal activity; enforces local ordinances, and State and Federal laws; maintains law and order; responds to calls relating to the protection of life and property, traffic incidents, and other required duties; prepares reports of activities performed, and unusual incidents observed; conducts both preliminary and follow-up investigations of criminal incidents, deaths, vehicle accidents, disturbances, and hazardous situations; coordinates and conducts detailed investigations of reported or observed criminal activity including violent crimes, child abuse, property crime, vice and narcotic violations; assists and advises motorists; enforces traffic safety laws by issuing citations and warnings; interviews victims, complainants, and witnesses; collects, preserves, and maintains evidence, found property, and property for safekeeping or destruction; interrogates suspects, and makes arrests; searches and transports suspects; serves warrants and subpoenas; testifies and presents evidence in court; provides backup assistance to other officers and personnel; inspects premises in assigned area for security; responds to demonstrations, riots, hostage situations, barricaded subjects, and other extremely hazardous situations; observes, reports, and takes appropriate action on hazards and malfunctions of public equipment such as street lights and traffic control devices; maintains required proficiency with firearms and other authorized police equipment; attends and successfully completes required training courses and classes as directed, including, but not limited to, all physical training required by the State of California, and maintains satisfactory grade average or score for such courses and/or training; wears and maintains appropriate uniforms and other specialized equipment; relieves senior officers when requested; operates emergency vehicle in compliance with all laws and regulations; operates all assigned communication equipment; works special assignments and details; works various shift assignments; works overtime with little or no notice; maintains and contributes to the public welfare by engaging in education, assistance, and positive public contacts; performs duties in conformance with departmental orders and directives.

MINIMUM QUALIFICATIONS

Employment Standards:

- Knowledge of - criminal codes; investigative techniques; rules of evidence; laws of arrest; court procedures; crime prevention methods; first aid; traffic and crowd control.
- Skill in - interacting and communicating tactfully and effectively with a culturally diverse population in stressful and difficult situations; gaining cooperation through discussion and persuasion; discerning potentially dangerous situations; making independent judgments and decisions based upon the appropriate applications of policies, procedures, experiences, and training; physical agility and stamina to perform essential functions.
- Ability to - learn, comprehend, and apply department and police policies, rules, instructions, laws, regulations and literature; analyze situations and adopt a quick, effective, and reasonable course of action; maintain a professional demeanor during stressful situations and with respect for the rights of others; operate a computer terminal; read, write, and communicate in English at an appropriate level; learn standard radio broadcasting procedures of a police radio system; demonstrate proficiency on the exercise of defensive tactics and the use and care of firearms and other issued equipment; when practical, physically overcome resistance while chasing or apprehending suspects; operate and control emergency vehicles in a safe manner under all weather conditions; work outdoors in a variety of weather conditions while exposed to the elements; stand at a fixed post for extended periods of time unable to rest at will; establish and maintain effective working relationships with supervisors, fellow employees, and the public.

Education/Training: Graduation from high school or equivalent and one of the following:

1. Graduation from an accredited California law enforcement academy and currently employed in good standing with a California law enforcement agency as a sworn police officer. Receipt of the Basic POST certificate is required on or before the completion of the first year of employment as a sworn police officer.
2. Currently employed as a sworn police officer or previously employed as a sworn police officer within the last three years and eligible for re-hire. Out-of-state officers must complete the P.O.S.T. Basic Course waiver process prior to application.

Special Conditions & Requirements:

1. At least 21 years of age at time of appointment.
2. A United States citizen or a permanent resident alien who is eligible for and has applied for citizenship by the last day for filing. NOTE: Citizenship must be attained within three (3) years after filing the citizenship application or the employee will be terminated from his/her position.
3. Must be of good moral character with no felony convictions.
4. Must be physically fit.
5. Must successfully complete a required medical examination that includes a psychological suitability examination.

License & Certificates: A valid California Class "C" driver's license or equivalent at time of appointment.

SUPPLEMENTAL INFORMATION

None.